



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

Policy No.: DOC 2.2.1	Subject: FACILITY DESIGN / CAPACITY
Chapter 2: PHYSICAL PLANT	Page 1 of 3, plus 5 attachments
Section 2: Size, Organization and Location	Revision Date: March 15, 2005
Signature: <u>/s/ Bill Slaughter, Director</u>	Effective Date: Feb. 1, 1997

I. POLICY:

It is the policy of the Montana Department of Corrections to ensure that the design, renovation and construction of its facilities are in compliance with all applicable policies, codes and standards.

II. IMPLEMENTATION:

This policy underwent annual review in February 2005. It will be implemented on the revision date.

III. AUTHORITY:

<i>18-2-101 through 105, MCA.</i>	<i>Construction Contracts, General Provisions</i>
<i>53-1-203, MCA.</i>	<i>Powers and Duties of Department of Corrections</i>
<i>53-30-106, MCA.</i>	<i>Excessive Inmate Population</i>
<i>DOC 4.7.7</i>	<i>Emergency Adult Detention Placements</i>
<i>DOC 1.1.3</i>	<i>Organization and Responsibility</i>

IV. DEFINITIONS:

Facility – A building or residence, including the property and land where the building or residence is located, owned, or leased and operated or managed by the Department.

Facility Rated Capacity - The facility population capacity based on offender single cell occupancy.

Facility or System Operational Capacity - The maximum facility or system population capacity, which may include double cell occupancy, required to safely and effectively conduct daily operations. The population capacity excludes a portion of temporary holding cells, e.g., infirmary, administrative segregation, mental health, detention and pre-hearing confinement beds.

Facility Emergency Capacity - The facility population capacity that will compromise the classification system, the safety of staff and offenders, and the security of the facility. The population capacity excludes a portion of temporary holding cells, e.g., infirmary, administrative segregation, mental health, detention and pre-hearing confinement beds. Emergency capacity is at least 90% of maximum capacity and is reached when the population is maintained at this level or higher for seven consecutive days.

System Emergency Capacity - The system secure care population capacity that will compromise the classification system, the safety of staff and offenders, and the security of the secure care system. System emergency capacity is at least 90% of maximum capacity and is reached when the system population is maintained at this level or higher for seven consecutive days.

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Facility or System Maximum Capacity - The total number of beds available in each facility and in the secure care system. Capacity may be managed below maximum levels through offender classification and custody designations; pre-hearing confinement, detention, or court transports; and placement in specialty beds, e.g., intensive treatment and administrative segregation units. Operation at maximum capacity will severely compromise the classification system, the safety of staff and offenders, and the security of the secure care system.

Facilities Administrator – The official, regardless of local title (administrator, warden, superintendent), recognized by the Department Director as the person responsible for the safe and orderly operation of that facility.

V. PROCEDURAL GUIDELINES:

The Department, in coordination with the Department of Administration, Architecture and Engineering Division, when required by statute, will exercise direct control over all facility design and construction features, whether new or renovated. This includes overseeing contracts or agreements between the Department and architects, engineers, building contractors, building material installers, built-in security equipment suppliers, or other consultants performing work related to the physical plant in Department facilities. The Department Director will identify a facilities administrator to coordinate and supervise facility design work for the Department.

A. Population Capacities and Emergency Capacity Action

1. The facilities administrator will establish facility and secure care system population capacity figures based on personal inspection and input on capacities from each facility administrator (see Attachments A,B,C,D).
2. In facilities with a population capacity greater than 500 beds, the operational and emergency capacities will reserve a minimum of 5% of the “maximum capacity” beds to address offender management problems (e.g., disciplinary, mental health, separation needs).
3. The division administrator will advise the director when a facility for the secure care system population figures meet emergency capacity. The *Notification of Facility at Emergency Capacity* form will be initially completed and a copy routed to the director for information and assistance (see Attachment E).
4. If the offender population of a correctional facility exceeds the emergency capacity for 30 consecutive days, the director may outline steps to reduce the population and manage the population in accordance with *MCA 53-30-106*.
5. A review of the DOC Corrections system will be made to determine if adjustments within the system can be made prior to implementing the provisions of *MCA 53-30-106*. The review conducted will be noted on Attachment E, *Notification of Facility at Emergency Capacity*.
6. If the facility emergency capacity has been exceeded for 30 consecutive days, the division administrator will complete Attachment E, *Notification of Facility at Emergency Capacity* (see V. A. 3 above), and submit it to the director. The director will review the notification and indicate the action to be taken.

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B. Design Considerations

1. Consistent enforcement of design standards and construction codes will provide offenders and staff with safe, secure, and humane living and working conditions. All facilities will be of a design that facilitates contact between offenders and staff, and provides for supervision and separation of different classifications. Physical plant modifications in existing facilities will be made with these concepts in mind.
2. New facility construction will support the concept of distinct, semi-autonomous management units that facilitate staff and offender contact and are managed by staff assigned to that specific unit and group of offenders. These facilities will conform to all applicable standards and codes.
3. Lighting and ventilation throughout each facility will be determined by the tasks performed in that area. Interior finishes and colors, the type and placement of windows, and ventilation and lighting will take into account the needs of staff and offenders and will be in compliance with all applicable regulations and codes.
4. In all newly constructed facilities, all living and activity areas will comply with the applicable requirements of the Americans with Disabilities Act. All areas of the facility open to the public will be accessible to the disabled.
5. Each facility will contain adequate space for administrative, managerial, and clerical offices; interview and counseling areas adjacent to offender living areas; secure storage for supplies, records and offender property; and a public lobby, toilets and other necessary support and functional areas.
6. All facilities will be equipped with adequate, well-ventilated janitorial space that includes sinks and cleaning implements, as well as emergency water shut-off valves. Separate space will be included in the design for all mechanical and electrical equipment.
7. All contracts with non-Departmental providers housing state offenders will ensure compliance with state and national correctional standards for renovation or new facility construction and design.

VI. CLOSING

Questions concerning this policy should be directed to the Department Director.

Form

Notification of Facility at Emergency Capacity (Attachment E)

Montana Department of Corrections
Notification of Facility at Emergency Capacity

The facility administrator, or designee, will complete this section after exceeding emergency capacity for seven (7) consecutive days.

Facility Name: _____ Date: _____

Facility operational capacity: _____ Facility emergency capacity: _____

Emergency capacity for the last seven consecutive days (list date and number):

Facility Administrator signature: _____

The facility administrator, or designee, will complete this section after exceeding emergency capacity for 30 consecutive days.

Review the following items and document the impact on the facility emergency capacity:

_____ Bed availability in prerelease, group or foster home. Comments: _____

_____ Probation and Parole options. Comments: _____

_____ Board of Pardons review of inmates eligible for release. Comments: _____

_____ County Jail Hold or juvenile detention options. Comments: _____

_____ Options reviewed for housing offenders within the facility. Comments: _____

_____ Other items reviewed. Comments: _____

Based on exceeding facility emergency capacity for the last 30 consecutive days, a review of the above items, and supporting documentation, and I am requesting implementation of the MCA 53-30-106 provisions.

Facility Administrator signature: _____ Date: _____

Director Review and Signature: _____ Date: _____

Comments or Plan of Action:

Montana Department of Corrections					
Mens Secure Bed System Capacities					
	<i>Attachment A</i>				
MONTANA STATE PRISON CAPACITIES					
	Facility				
	Rated		Facility	Facility	
	Housing		Operational	Emergency	Maximum
	Unit Capacity		Capacity	Capacity	Capacity
Montana State Prison					
Lowside					
Reception	95		160	180	190
Reception - TransCor Contract	5		10	10	10
Unit A	96		138	140	140
Unit A ITU			28	28	28
Unit A Temporary Dayroom Beds					20
Unit B	96		110	112	112
Unit B ITU			56	56	56
Unit B Temporary Dayroom Beds					20
Unit C	96		166	168	168
Unit C Temporary Dayroom Beds					20
Unit D	98		155	157	157
Work Dorm	42		82	84	84
Infirmery	14				14
Total	542		905	935	1019
High Side					
Close 1	96		190	192	192
Close 2	96		190	192	192
Close 3	48		46	48	48
Close 3 M.H.	16		8	8	16
Close 3 Ad Seg	16		8	8	16
Close 3 SMI	6		3	3	6
Close 3 TL Det	22				22
Max	32		30	32	32
Max Ad Seg	48		24	24	48
Max TL/Det.	16				16
Total	396		499	507	588
Out Count Living Areas	3		3	3	3
Total Beds at MSP	941		1407	** 1445	** 1610
Less Beds Allocated to TransCor Contract	5		10	10	10
Total Beds at MSP for MSP/DOC Inmates	936		1397	1435	1600

CONTRACT FACILITIES CAPACITIES					
	Facility		Facility		
	Rated		Operational	Emergency	
	Housing		Capacity	Capacity	Maximum
	Unit Capacity		Capacity	Capacity	Capacity
GFRP	76		149	152	152
GFRP TL	2				2
DCCF	72		141	144	144
DCCF TL	2				2
MASC	72		141	144	144
CCC	212		420	424	424
CCC Dorm Style Beds	52		52	52	52
CCC TL/Det	12				24
CCC Feds	44				88
Total Beds in Contracted Facilities	544		903	916	1032
Less CCC Beds for Feds	44				88
Total Beds in Contracted Facilities for MSP/DOC Inmates	500		903	916	944
Total Beds For Mens Secure Prison System for MSP/DOC Inmates	1436		2300	2351	2544
NOTES					
**At any one time the system may have 40 to 50 inmates on leave to custody for court, etc.					
Temporary Dayroom beds are beds set up in unit dayrooms which impact the daily operations of showers, recreation and work assignments.					
TL/DET -- Temporary Lockup and Dentention cells. These cells are not general housing cells and are used for temporary placement of inmates who will need a space held in the general bed count.					
Mental Health (MH), Administrative Segregation (Ad.Seg and Special Management Inmates (SMI) designated areas are not utilized to full capacity on a daily basis due to the unique needs of these inmates.					
Feds = federal contract cells.					
System maximum capacity is not achievable due to transportation, ITU's, ad-seg, TL and cannot force custody and classification levels.					

Montana Department of Corrections						
Women's Secure Bed System Capacities						
Update as of 10/18/04						
	<i>Attachment B</i>					
MONTANA WOMEN'S PRISON CAPACITIES						
	Facility					
	Rated		Facility	Facility		
	Housing		Operational	Emergency		Maximum
Montana Women's Prison	Unit Capacity		Capacity	Capacity		Capacity
A-POD	13		24	26	*	26
B-POD	19		39	40	*	40
C-POD (Secure Housing Unit)	11		0	0		11
D-POD	13		24	26	*	26
E-POD	19		39	40		40
F-POD (Ad. Seg.)	11		0	11		11
G-POD (Dorm Style)	30		30	38	*	38
H-POD (Dorm Style)	26		38	52	*	52
I-POD (Prison Paws for Humanity)	14		28	28		28
INTAKE	3		0	4		5
INFIRMARY	4		0	0		4
Total	163		222	265		281

			Montana Department of Corrections				
	RIVERSIDE YOUTH CORRECTIONAL FACILITY						
	November 09-2004						
			Attachment D				
	Facility						
	Rated		Facility		Facility		
	Housing		Operational		Emergency		Maximum
	Unit Capacity		Capacity		Capacity		Capacity
Riverside Youth Correctional Facility							
East Wing	8		10		11	*	11
West Wing	8		10		11	*	11
Total	16		20		22		22